



Request to Solicit Form
Revised: March 7, 2016
Reviewed: February 5, 2018
Reviewed: April 1, 2020
Revised: October 20, 2021
Reviewed: August 3, 2022

Request to Solicit

University policy requires that prior to requesting gifts and/or donations, permission must be granted by the Office of University Advancement. Additional information: 256-233-8183 or keith.ferguson@athens.edu.

Name of Club or Organization Making Solicitation:

Name of Club or Organization President or Chair:

President or Chair Phone:

Presidentt/Chair Email:

Faculty Sponsor:

Sponsor Phone:

Sponsor Email:

Describe the nature of the solicitation/fundraising activity.

State who will be solicited (individuals, alumni, businesses, foundation, etc.).

Describe the type of contribution request(s) that will be made (cash, in-kind, materials, etc.).

State the contribution/fundraising goal for the club or organization.

Discuss how the contributions will be used by the club or organization.

If cash contributions are sought, describe how and in what account funds will be deposited.

Required Signatures:

Student Organization Representative (if applicable)

Faculty Sponsor

Dean of Students

VP for University Advancement